



## State of Montana Job Vacancy

### Department of Transportation

#### Human Resources

2701 Prospect Avenue

PO Box 201001

Helena, MT 59620-1001



November 25, 2008

Internal/External Statewide

*An Equal Opportunity Employer*

Job Title: DBE Program Manager  
Position No.: 54105003  
Division: Human Resources  
Location: Civil Rights Bureau  
Job Code: 131996  
Type of Position: Permanent, Full-Time  
Work Comp Code: 8744  
Bargaining Unit / Code: Management / 0000-9  
Band: Band 6  
Annual Salary Range: \$53,102  
Supplement Required: Yes ☐ No ☒  
Closing Date: December 12, 2008

### **Overview**

The Civil Rights Bureau manages the Equal Employment Opportunity (EEO) and Affirmative Action (AA) programs for both Title VI and Title VII; state laws and regulations associated with civil rights; the Disadvantaged Business Enterprise (DBE) Program; external labor and EEO contract compliance; Title I and Title II of the Americans with Disabilities Act (ADA); Federal Transit Authority (FTA) and Federal Aeronautics Administration (FAA) DBE and EEO compliance and supportive services programs.

### **Description of Duties**

The DBE Program Manager manages daily operation of the Agency's Disadvantaged Business Enterprise (DBE) program to ensure MDT and contractor compliance with laws and regulations. This includes DBE eligibility recommendations; investigating charges of discrimination regarding certification or denial of applying firms; ongoing compliance monitoring; program specific data management; and a variety of other duties. The DBE Program Manager affects the overall function of the Department by maintaining compliance that assures continuing federal funding for MDT projects. The DBE Program Manager reports to the Civil Rights Bureau Chief and the Human Resources Administrator and supervises the DBE Supportive Services Program and staff.

### **Job Requirements**

This position requires knowledge of the principles and practices of business and management. Skills required include analyzing, interpreting complex business structures and reports. Effective verbal and written communication to a variety of audiences is necessary. Ability to analyze and investigate allegations and issues, presenting objective facts, findings and conclusions is needed. Must be able to take independent action, and responsibility for solving problems and make decisions designed to achieve desired outcomes.

In addition, this position supervises and oversees the DBE Supportive Services Coordinator who provides training programs for DBE companies.

Finally, this position requires extensive travel statewide with very little advance notice and occasionally will travel out of state.

### **Education and Experience**

A Bachelor's degree in a related field is required, which includes Business Administration, Business Management, Public Administration, Accounting, or Finance. Two years of related experience. Supervisory experience is preferred.

Directly related experience may substitute for education on a year-for-year basis.

### **Compensation / Benefits**

Annual pay raises as granted by the legislature. State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays and up to 15 days military leave with full pay.

### **Application Process:**

The application materials required for this position are indicated with check marks.

- ☒ Completed MDT Application (form Online APP-0506 Rev) or the Montana State Application (PD 25).
- ☐ Answers to the attached supplemental questions (include your name and the position number if not applying online).
- ☐ Professional/Employment References listed with contact information.
- ☒ Resumé
- ☐ College or University transcripts. (Copies of transcripts accepted.)
- ☐ Copies of license(s) or certifications upon a conditional offer of employment by MDT.
- ☐ Negative Drug Screen results (testing arranged by MDT) upon a conditional offer of employment by MDT.
- ☐ Other:

VEBA: ☐ Yes ☐ No ([what is VEBA](#))

- ☐ For internal applicants, this position may qualify for reimbursement under the Moving and Relocation Expense Policy (3-0151).
- ☐ Consideration may be given to filling the position with a training assignment.
- ☒ Reference checks will be conducted and considered as part of the selection process.

### **Supplemental Questions:**

**Application Materials and Deadline:** Complete application materials must be postmarked or sent electronically by the closing date (as indicated below) to a Montana Job Service Office or:

**Human Resources**  
2701 Prospect Avenue  
PO Box 201001  
Helena, MT 59620-1001

Closing Date: ☒ by 5:00 pm **or** ☐ Open until filled

If applying electronically, go to: <http://www.mdt.mt.gov/jobs/>.

Application materials from interested Department of Transportation employees must be submitted online or received in the Human Resources office in Helena by 5:00 pm on the closing date.

In-state and out-of-state applications are due by 5:00 pm Mountain Time on the closing date. You can apply for this position online. Alternatively, you may mail a completed State Application Form (PD-25) to the address shown above or to a local Montana Job Service Workforce Center.

Please visit the MDT website at <http://www.mdt.mt.gov/jobs/> for additional employment opportunities and information.

**Late or incomplete applications will not be considered. Failure to turn in all required documents will result in disqualification from the selection process.**

**Reasonable Accommodations:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job, or to enjoy equal benefits and privileges or employment available to other employees. If you need such accommodation, contact this agency within 72 hours of needs, to allow us sufficient time to meet your request.

**Applicants claiming Veteran's or Disabled Person's Employment Preference** (see MDT Application Form) must submit verification of eligibility **prior to the closing date**. Required documents include a DD-214 (military) and/or the PHHS Certification of Disability form and the Employment Preference Form.

In accordance with the Immigration Reform and Control Act, the person selected must produce within three days of hire, documents that show authorization to work in the United States. Examples of such documentation include a birth certificate or Social Security card along with a driver's license or other picture ID, or a US passport, or a "green card". Also to comply with the Montana Compliance with Military Selective Service Act, this Agency (Montana Department of Transportation) must verify that the covered applicant has complied with the federal Military Service Act within three days of hire.